16 July 1971

MEMORANDUM FOR: Director of Training

SUBJECT   :   Support School Weekly Report

A.   ADMINISTRATIVE TRAINING

   1.   Field Finance and Logistics

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   of the Supply Division has been designated by the
Director of Logistics as the emergency standby instructor for the Logistics
portion of the course.   [   ] has had overseas tours of duty at Type I
and Type II stations in the FE and NE areas and has considerable depth of
Logistics experience both at Headquarters and overseas.   He has also had
experience instructing in the Military and in the Office of Logistics.   In our
opinion, this was an excellent selection.   [   ] will be a member of the
class which starts 19 July.

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   2.   Training Course for Technical Officers (Contract Overrun)

      On 12 July, the Evaluation Panel agreed unanimously that the
proposal submitted by [   ] met the requirements
and satisfied the criteria of the Request for Proposal more completely than
the two other firms which submitted proposals.   Final award will be
contingent, however, on [   ] satisfactory clarification of certain points made
in their proposal which are considered to be basic to the concept of the course.
A meeting with the [   ] representatives has been scheduled for 22 July.

   3.   Experimental Group III

      The Deputy Chief, Clerical Training Faculty, attended a meeting of
the Office of Personnel Recruitment and Placement staffs for planning for the
employment of ten trainees as members of Experimental Group III.   The
recruitment is to begin immediately, and the employee-trainees are to enter

on duty in mid-September.   They will be in training (beginning typing, basic English, spelling) from the last week in September through December, 1971.

4. Clerical Orientation

A fifteen minute film on how to prepare Government mail for mailing has been produced by GSA and the Postal Services Department and has been obtained for use in mailing procedures training in the Clerical Orientation course.   This film is a product of the Post Office Department's program to simplify mail handling and processing procedures.

B.   MANAGEMENT TRAINING

1. Midcareer Course

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a. [ ] Assistant Deputy Director for Production, NSA, gave one of the best overall presentations on NSA that the staff has heard in a Midcareer Course.

b.   Tours of the FMSAC Operations Center and the Agency computer center were arranged on Monday afternoon for the class.

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c. [ ], Deputy Director, O/PPB, substituted for [ ] [ ] in speaking on O/PPB.

2. DELPHI

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a. [ ] is analyzing the capabilities of various desk-top calculating machines to ascertain which one should be purchased to assist in DELPHI calculations.   We have decided to purchase such a machine rather than continue the attempt to get approval to rent a portable computer terminal.

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b. [ ] met with MPS/DDP re a second DELPHI for the CS.   MPS will own, operate, and manage this effort, and [ ] will function as "technical advisor".

C.   GENERAL

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1.   The Support School welcomes [ ] who joined the Management Training faculty on Wednesday, 14 July 1971. [ ] will be working with [ ] on certain DELPHI activities as well as "reading-in" as preparation for future participation in management training activities.

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      2. [   ] is attending the NIS from 12 July to 30 July.

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                            Chief, Support School, TR

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